

## How to Apply Online – Civil Judges Online Application

All eligible applicants shall apply **Online** through the link provided in the High Court of Karnataka website [www.karnatakajudiciary.kar.nic.in/recruitment.asp](http://www.karnatakajudiciary.kar.nic.in/recruitment.asp)

### Steps for submitting On-line Application

Read all the instructions carefully and thoroughly and fill up all the 'Fields' given in online application format as per instructions detailed in the notification and the instructions at the appropriate places.

#### **For Fresh Application**

1. Click on the  Button.

Proceed further by Checking (✓) on Acceptance

I Accept that I have gone through all the instructions



- And click on  Button.

2. The Applicant shall select post as "CIVIL JUDGE".

Select Post:\*

3. The Applicant shall enter the name as mentioned in the **X<sup>th</sup> /SSLC** marks card. **[SI.No. 1, Maximum of entering characters should be 50].**
4. Select Father / Husband/ Guardian from drop down list and fill the name of father as appearing in the **X<sup>th</sup> /SSLC** marks card. If applicant is a married women, she has to mention the name of the Husband. **[SI.No. 2, Maximum of entering characters should be 50].**
5. Select the appropriate Gender of the Applicant i.e. Male/ Female/ Others – by selecting corresponding Radio Button **[SI.No.3]**

6. The Applicant shall mention his/her date of birth, by selecting the Day, Month & Year as appearing in the **X<sup>th</sup> /SSLC** marks card. The Applicant shall also mention other birth details such as Place of birth, Taluka, District & State. If Applicant is not from Karnataka then enter the birth taluka name in the text box provided **[SI.No 4, Maximum of entering taluka name of state other than Karnataka should be 25]**.
7. The Applicant shall select "Yes" or "No" radio button for applying the post under Residual-Parent Cadre of Karnataka post **[SI. No 5]**.
8. The Applicant shall select "Yes" or "No" radio button for applying the post under 371-J Hyderabad-Karnataka region (Local Cadre) posts. If applicant selects "Yes" then the applicant shall mention the date of certificate. **[SI. No 6]**.
9. The Applicant shall select the appropriate Category to which he/she belongs, **[SI. No 7]**.
10. In order to claim the reservations under various quota, applicant shall check (√) at the appropriate place **[SI. No 8.]** The quota displayed are
  - a. Quota
    - i. Rural
    - ii. Physically Challenged  
Applicant claiming Physically Challenged shall select the appropriate among the following options.
      - a) One Arm(OA)
      - b) One Leg (OL)
      - c) both Legs (BL)
    - iii. Kannada Medium
    - iv. Ex-Servicemen

**Note:**

Applicant claiming reservation under **Ex-Serviceman** shall mention the number of years served in the appropriate text box.

9. The Applicant shall indicate his/her Marital Status by selecting married or unmarried. If married, please select the appropriate sub selection as Single, Divorced, Widowed, Judicially Separated, Bigamous, One Spouse. **[SI. No 9]**.
10. The Applicant shall select the appropriate Citizenship **[SI. No. 10]**.

11. Contact Information **[SI. No 11]**.

a. Applicant shall mention his/her Present address including the Door number, Street, Place, Area, Taluka, District and State with Pin code.

**Note:** If Permanent address is same as Present address, then select “Yes”.

b. If permanent address is different, applicant shall mention his/her Permanent address including the Door number, Street, Place, Area, Taluka, District and State with Pin code.

12. The Applicant shall enter Mobile number (**Mandatory**) and Landline number **[SI. No. 12]**. The authority is not responsible for non receipt of communication by **SMS**, if the mobile number furnished is wrong.

13. The Applicant shall enter his/her **E-mail ID (Mandatory)** **[SI. No. 13]**. The authority is not responsible for non receipt of communication, if the email ID furnished is wrong.

14. **Enrolment Information** - The applicant shall mention his/her Enrolment details including the Enrolment No, Date of Enrolment, Date of Commencement of Practice, Place of Practice, Nature of Practice **[SI No. 14]**.

15. The Applicant shall mention whether the applicant is in service. If yes, mention the period of service that he/she has served & whether working in High Court /Subordinate Court/ Dept of Prosecutions / Govt Litigation to be entered **[SI. No. 15]**.

16. The Applicant shall mention - is there any Departmental Enquiry against him/her. If Yes, the applicant shall enter appropriate details **[SI. No 16] maximum of 80 characters**.

17. The Applicant shall select “Yes” or “No” Radio button for mentioning whether the applicant is a practicing Advocate. If applicant selects “Yes” then the applicant shall select whether practicing in High Court/ Subordinate Court. **[SI. No 17]**.

18. The Applicant shall select “Yes” or “No” radio button for mentioning whether the applicant had earlier applied for Civil Judge Examination or any other Judicial Post. If “Yes”, then applicant shall enter the details. **[SI. No. 18 maximum of 80 characters]**.

19. The Applicant shall mention details, whether the applicant is /was a party to any Civil /Criminal Proceedings. If Yes, give details **[SI. No19]**.

20. After Checking the check box,

I do hereby solemnly and sincerely affirm that the statement made and the information furnished above is true. Should it however be found that any information furnished herein is untrue in material particulars, I realise that I am liable to criminal prosecution and I am also agreeable to forego the claim for public services under the State Government.

The screenshot shows a web form interface. At the top, there are two buttons: 'Preview' and 'Clear'. Below them, the 'Preview' button is highlighted with a blue background. Underneath the buttons, there is a text input field containing the text 'b3ed50'. At the bottom of the form, there are two buttons: 'Save & Continue' and 'Edit'.

Click on the **Preview** button to see the applicant's personal information and contact information.

Enter the text as shown in the image\*

If any further modifications / corrections are required; Click **Edit** button.

Otherwise click on **Save & Continue** button to proceed next.

21. A 'Ref. Application Number' (Such as Eg. **HCK1705CJC000001**) will be generated. Kindly note down the "Ref. Application Number" for future reference. Also a **one Time Password** will be sent by **SMS/E-Mail** – which is required to proceed further.

22. The Applicant shall enter correct **One Time Password** received through **SMS/E-Mail**.

Applicant shall enter the information fields like

- a. Educational information,
- b. Mode of Payment
- c. Upload Scanned Passport Size Photo & Signature in \*.jpg format.

- ◆ **To Enter Educational Information: [Sl.No 20],** by click on

**Edit**

By selecting Qualification, enter details for SSLC/Class X;

- Select Class X / SSLC from drop down menu.
- Enter Board of Examination for SSLC/Class X.
- Indicate Yes in Radio Button if Marks card is issued in Grade Points.
- Enter Year of passing, Maximum Marks and obtained Marks.
- Click on Add.

For entering details of Class XII / PUC;

- Select Class XII / PUC from drop down menu.
- Enter Board of Examination for PUC / Class XII.
- Indicate Yes in Radio Button if Marks card is issued in Grade Points.
- Enter Year of passing, Maximum Marks and obtained Marks.
- Click on Add

20. Educational Information		<b>Edit</b>	
<b>Guidelines for Qualification Details</b>			
<b>X/SSLC Qualification</b>			
a. X/SSLC <b>MaximumMarks and ObtainMarks</b> should be entered compulsorily..			
b. In case of Grade System, <b>Maximum SGPA, Obtain SGPA and Enter CGPA Grade points is Compulsory.</b>			
<b>Degree Qualification</b>			
a. L.L.B Graduation all semesterwise/yearwise of <b>MaximumMarks and ObtainMarks</b> should be entered compulsorily.			
b. In case of Grade System, <b>Maximum SGPA, Obtain SGPA and Enter CGPA Grade points is Compulsory.</b>			
Qualification	--Select--		
Board			
Is your qualification marks card issued in grade points? * <input type="radio"/> Yes <input checked="" type="radio"/> No			
Year of Passing	Maximum Marks	Obtained Marks	Click to Add
--Select--			<b>Add</b>

**Note:** X/SSLC, Marks should be enter **(Mandatory)**.

Details entered will be saved and education detail will be displayed on screen.

**Law Graduation Information: [Sl. No 20],**

- ◆ Applicant shall select qualification – LLB.
- ◆ Enter the name of University awarding the degree.
- ◆ Indicate Yes in Radio Button if marks card is issued in Grade Points.
- ◆ Applicant has to make separate marks entry for each Semester / Year.
- ◆ Select appropriate year / semester from drop down.
- ◆ Enter Year of passing that semester/ year, Maximum Marks and obtained Marks.
- ◆ Click on Add
- ◆ Repeat above steps till details of all the Semesters / Years are entered.

Graduate Information

1]. Qualification	<input type="text" value="Law-3 Yrs"/>		
2]. University	<input type="text"/>		
3]. Total No. of semesters or years	<input checked="" type="radio"/> SEM <input type="radio"/> YEAR <input type="text"/>		
4]. Is your qualification marks card issued in grade points? *	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Year of Passing (Sem/Year)	Maximum Marks	Obtained Marks	click to Add
<input type="text" value="---Select---"/>	<input type="text" value="---Select---"/>	<input type="text"/>	<input type="button" value="Add"/>

**Note: Enter the marks of all semesters/years of LLB Degree. (Mandatory).**

Details entered will be saved and education details will be displayed on screen.

## 21 Mode of Payment: [Sl. No. 21],

21. Mode of Payment

Edit

On click of **Edit** button the Guidelines for Payment shall be displayed and option to make payment is displayed as shown below

21. Mode of Payment	Close
<b>Guidelines for Mode of Payment</b>	
<b>Online Payment (Net Banking only SBI Account Holder, Credit/Debit Cards for SBI and other Banks).</b>	
a. By Clicking MAKE PAYMENT button, it will direct to ONLINE STATE BANK COLLECT. b. Read instructions Carefully that are displayed on the page in STATE BANK COLLECT. Choose State of Corporate/insitution as KARNATAKA. Choose Type of Corporate/insitution as GOVT. Department. Then select Govt. Department as HIGH COURT OF KARNATAKA. Select Payment Category as ONLINE RECRUITMENT. Fill up the details, dispalyed on page.	
<b>While entring Ref. Application no.</b>	
a. Please don't give any spaces. before, inbetween or After b. Please note First 3 characters are in Alphabetical ie HCK should be in capital letters. c. From 4th to 7th characters are in Numerical ie 1501 should be in digits. d. From 8th to 10th characters are in Alphabetical ie CJR should be in capital letters. e. Remaining from 11th to 16th characters are in Numerical ie 000050 should be in digits. For Examples <b>HCK1501CJR000050</b> (It contains 16 characters) f. Please don't enter any space after 16 characters in Ref Application No. g. Finally Entering all information provided by the STATE BANK, by Clicking on Submit button and then by Clicking on Confirm button it directs to payment gateway of the SBI, Screen By Clicking on NET BANKING link make payment(for SBI Account Holder only) or by clicking on CARD PAYMENT link make payment (for SBI Cards/ Other Bank cards).	
<b>Online Generation for CHALLAN Form.</b>	
By Clicking OTHER PAYMENT MODES button. You can see link to download CHALLAN in pdf format. By Clicking on the Pre-Acknowledgement Form in PDF, Take print out and then fill up denomations and signature. Remit Challan to nearest SBI Bank Branch. Please note the SBCollect Reference Number for any future reference and SBI Bank has to be Confirm the transaction status of the payment made. <b>Note.</b> HIGH COURT OF KARNATAKA does not take any responsibility of transaction Failure/mismatched of the Ref.Application no/Double payment made. <b>Once Payment is made, Fee will not be refunded under any circumstance</b>	
Mode of Payment.	Application Fee <input type="button" value="Make Payment"/>
<b>Amount: For SC/ST/CAT-I Rs 250/- (Rupees Two Hundred and Fifty Only)</b> <b>For others Rs 500/- (Rupees Five Hundred and Fifty Only)</b>	

## Online Payment and Generation of Challan form

On clicking "Make Payment" button, the page will be re-directed to <https://www.onlinesbi.com/prelogin/icollecthome.htm>

### DISCLAIMER CLAUSE

डिस्क्लेअर क्लॉज हिंदी में देखने हेतु [यहां क्लिक करें](#).

[Click here](#) to view the disclaimer clause in Hindi.

#### Terms Used:

- ▶ **Corporate Customer:** Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- ▶ **User:** The beneficiary making a payment to F/C/I for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

Proceed

- Click Check Box to proceed for the payment

### State Bank Collect

Select State and Type of Corporate / Institution

State of Corporate/Institution \*

Type of Corporate/Institution \*

- Select State of Corporate/Institution as **Karnataka**
- Select Type of Corporate/Institution as **Govt. Department.**



## State Bank Collect

Select from Govt Department \*

Govt Department Name

HIGH COURT OF KARNATAKA

- Select Govt Department Name as **High Court of Karnataka.**

## State Bank Collect

28-Oct-2014 [11:32 AM IST]

HIGH COURT OF KARNATAKA

REGISTRAR GENERAL HIGH OF COURT OF KARNATAKA AMBEDKAR VEEDHI BANAGLORE, ,  
BANGALORE-560001

Provide details of payment

Select Payment Category \*

Online Recruitment

Ref. Application No \*

FOR EXAMPLE HCK1501CJR000050

Applicant Name \*

Date of Birth (ddmmyyyy) \*

Application Fee \*

RS 250 FOR SC/ST/CAT1  
RS 500 FOR OTHERS

Remarks

Please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name \*

Date of Birth \*

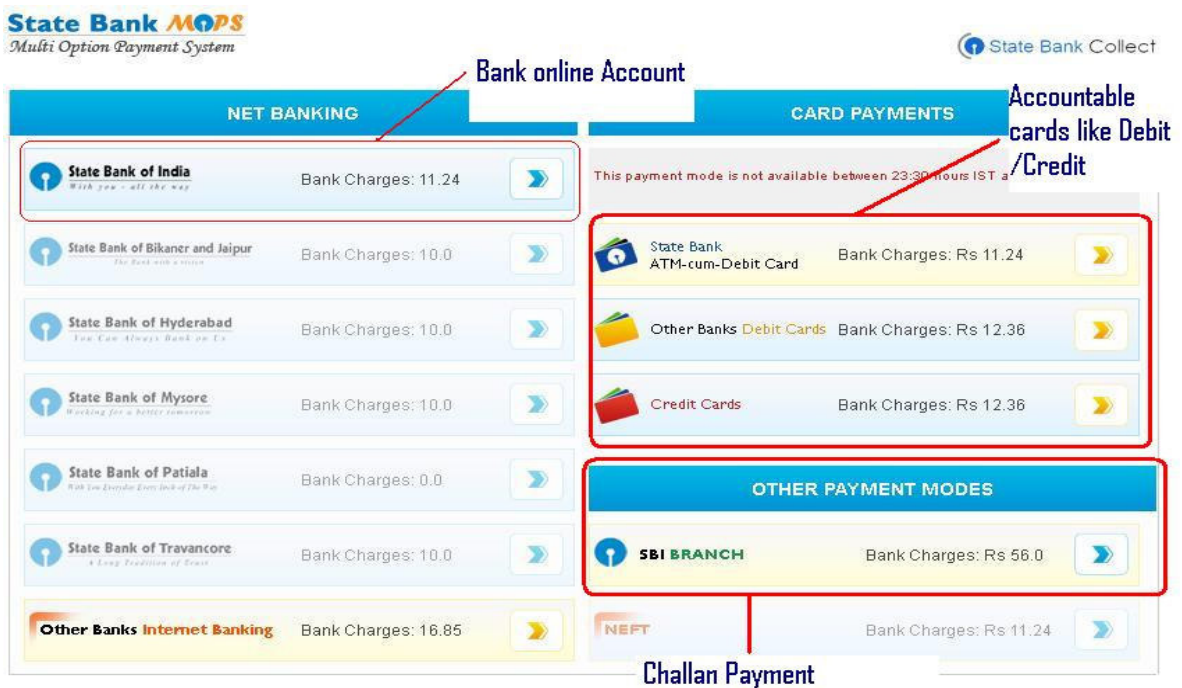
Mobile Number \*

Enter the text as shown in the image \*

69399

- Select Payment Category as **Online Recruitment.**

- Enter Your **Correct** application number in "Ref. Application No." field - which is generated earlier step. Application number should contain 16 characters.
- Enter Applicants Name and Date of Birth exactly as mentioned in your Application.
- Fields with asterix mark (\*) are mandatory.
- Enter the appropriate fees amount as per notification.
- Enter other details and click on "Submit", Verify the details and confirm the transaction.



On confirmation, page is directed for selecting applicants Choice of **Net Banking / Card Payment**. Proceed to pay by selecting your choice.


Upon successful completion of transaction, write down the transaction number for any future reference.

## **Online Generation of Challan Form**

- For Payment of fees at SBI Branch, Generate the SBI Challan online.
- Click on other Payment mode shown in the image above.
- Download the Challan generated in PDF Format.
- Print the challan and remit the fees in any Branch of the State Bank of India.
- Retain paid challan for future reference.

### **24. Photo, Signature Upload: [Sl. No 22]**



On click of  button the Guidelines for Photo and Signature upload will be displayed as below.

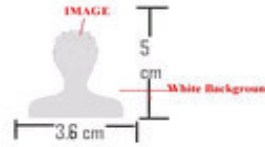
**Guidelines for scanning and Upload of Photograph and Signature**

**File Upload Use Browse 'Mozilla FireFox 16'/'Google chrome 10' and higher version, Please Note 'Internet Explorer' does not support to upload**

**Photograph Image (JPG Format).**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no 'red-eye'
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

h. Allowed Photo Size – 3.5 cm x 5 cm and stored in (\*.jpg) format on local machine only.



i. Size of file should be between 25kb-50kb

j. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**For Photo Upload:** Select 'Photo Passport Size' in the the Dropdown, Browse your photo file & Click on Upload button

**Signature Image (JPG Format).**

- The applicant has to sign on white paper with Black Ball point pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket, attendance sheet and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 7.5 cm x 2.5cm (preferred) and stored in (\*.jpg) format on local machine only.
- Size of file should be between ( 10KB – 25KB)
- Ensure that the size of the scanned image is not more than 25KB

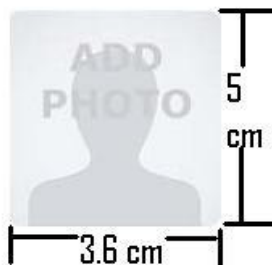


**For Signature Upload:** Select 'Applicant Signature' in the the Dropdown, Browse your signature file & Click on Upload button

Photo & Signature:   No files selected.  
(Max. File Size 50kb )

\*

**Photo Upload** –The applicant shall upload their latest passport size photograph with white back ground having (5 cm of length X 3.6 cm of breadth with max. size 50kb) in \*.jpg format




- Select Passport Size Photo from Dropdown list.
- Click of "Choose File" to Select the file.
- Click on Upload button to Upload the Photograph.

**Signature Upload** - The Applicant shall scan and upload their signature, signed in black ink on white paper having (2.5 cm of length X 7.5 cm of breadth with max. size 25 kb) in jpg format.





- Select "Applicant Signature" from Dropdown list.
- Click of "Choose File" to Select the file.
- Click on Upload button to Upload the Signature.

23. Upon clicking  button, all entered information will be displayed on the screen. Applicant shall verify and rectify any mistakes before final submission.

24. On verifying that information is correct, applicant should declare that information is true by checking ✓ in the check box shown below.

I hereby declare that the above information is true to the best of my knowledge and information.

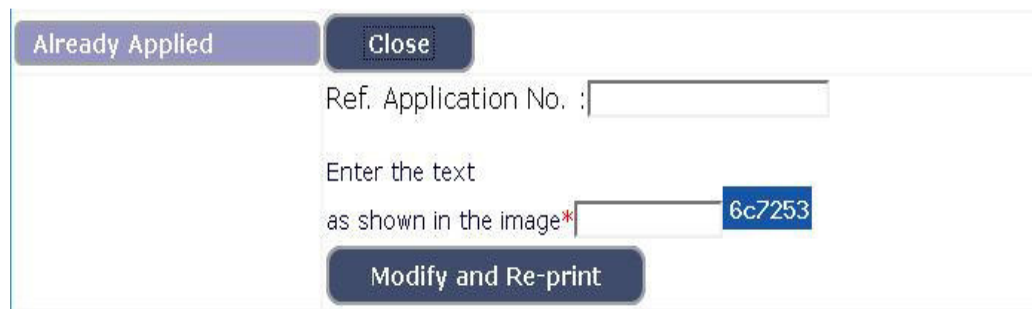
Click on  Button to submit the application.

After submission of application, the applicant shall print the submitted application for future use by clicking on  button. This completes the application entry.

## **For Editing Information of Submitted Applications**

25. If applicant has to make changes in Educational Qualification, Mode of payment and Photo/signature, go to webpage  
- [www.karnatakajudiciary.kar.nic.in/recruitment.asp](http://www.karnatakajudiciary.kar.nic.in/recruitment.asp)

Click on   Button.



Close

Ref. Application No. :

Enter the text  
as shown in the image\*

Modify and Re-print

Enter your application number, text as shown in image.

Click on  button.

26. A one **Time Password** will be sent by **SMS/E-Mail**.

27. The Applicant shall enter correct **One Time Password (OTP)** received through **SMS/E-Mail**. After entering the OTP applicant will be allowed to edit information pertaining to educational qualification, Mode of payment, photo / signature upload. Applicant should make appropriate changes and resubmit the application.

28. Applications which are not in accordance with these **Instructions**, shall be summarily rejected.